

FY 02-03 Instructions for
Posting Data and Computing Scores on Printed Forms
No Weighted Subfactors in the Overall Management Component

AT THE BEGINNING OF THE RATING PERIOD

Forms C-1 and C-2 (Overall Management)

1. Determine the recommended Weight for each Factor (review the benchmark descriptors on Form C-2 for more information on the types of managerial actions and competencies covered by each factor). The Weight for each factor should be a whole number from 0-99. (Use 0 if the Factor is not applicable to the position.) The sum of all Factor Weights must equal 100.
2. Post the Factor Weights
 - Form C-1: in the boxes in the Factor Weight column on the left.
 - Form C-2: in the solid box labeled Factor Weight to the left of the Factor name.
3. Enter the Safety Index (SI) data on form C-1 and C-2 (prior year SI Score and current year target).

Form B (Performance Objectives)

1. Prepare one copy of Form B for each Performance Objective.
2. Write the recommended Performance Objective in Section 1, and complete the information in Steps 2a-5a. Note that if the planned accomplishment reflects an improvement in current operations, baseline information, as well as the proposed level of accomplishment, must be included in the statement of the objective.
3. Determine the expected Accomplishment Category (see p. 9 of the User's Manual) and check off the appropriate box in Section 6a.

Form A (Overall Evaluation)

1. Determine the relative importance or weight of the two components: Overall Management (Forms C-1 and C-2) and Performance Objectives (Forms B). The Weight should be a percentage and the total weight of both parts must equal 100%.
2. Post the recommended Weight in the Component Weight boxes on the left in the PERFORMANCE APPRAISAL SCORES section.
3. Enter your name and other identifying information in the top section.
4. Enter the Rating Period and Purpose of Rating.
5. Discuss all of the recommended weights and objectives with the Rater. The appointing authority must approve.

AT THE END OF THE RATING PERIOD

Form C-2 (Overall Management Rating Scales)

1. How to check boxes: Check the statements that best reflect the usual behavior of the employee. Statements in the 5 point column should only be checked if the employee consistently evidences all of the applicable behaviors.

If the employee's behavior is 'better than' one of the statements but not 'as good as' the statement to the right, check the box in between (i.e., "2" or "4"). If the statement is not applicable to the job, do not check any boxes.
2. Score each factor separately. Determine your recommended points as follows:
 - 1 point The majority of the checked behaviors are in the left column; few or no behaviors in other columns are checked.
 - 2 points The majority of the checks are in the "2" point column (i.e., behaviors are 'better than' the descriptors in the "1" point column but do not match the descriptors in the "3" point column) or the checked behaviors are distributed between "1" and "3."
 - 3 points The majority of the checked behaviors are in the center column ("3" points).
 - 4 points The majority of the checks are in the "4" column (i.e., behaviors are better than the descriptors in the "3" point column but do not consistently match the descriptors in the "5" column) or the behaviors are evenly distributed between the "3" and "5" columns.
 - 5 points All of the relevant behaviors in the right column are checked.
3. Post the recommended points for each Factor in the box labeled "Points" on the right of the Factor name.
4. Also post the Points in the box in the Points column on Form C-1.

Form C-1 (Overall Management Summary)

1. For each Factor, multiply the previously determined Factor Weight by the applicable Points and enter the result in the Weighted Score box.
2. Add all of the Weighted Scores and enter the sum in the Weighted Score Total Box at the bottom of the page.
3. Also post the Weighted Score Total in the "Score from C-1" box on Form A.

Form B (Performance Objectives)

1. Complete the information on Program Accomplishments (2b through 5b).
2. Reassess, based on actual experience, the Accomplishment Category, and recommend the Accomplishment Category in Section 6b.
3. If the Accomplishment is complete, enter the recommended points in 6b.
4. If the Accomplishment is not yet completed, see p. 9 of the User's Manual to determine whether points can be credited and, if so, the correct number of points. Also attach the added information on project steps required in 2b.
5. For each Program Accomplishment, transfer the points to the appropriate box on Form A.

Form A (Overall Evaluation)

Note: The Total Score from Form C-1 and the Points from all Form Bs should have been entered in the preceding steps.

Work on the PERFORMANCE APPRAISAL SCORES Section

1. Performance Objectives:

Add the Points for the Performance Objectives and put the sum in the Performance/Objectives Accomplishments (Total) box. If the sum of the points is more than 500, enter 500 (500 is the maximum score attainable on this section. See p. 10 of the User's Manual for more information).

Multiply the Component Weight by the Total Points and put the result in the box in the Final Score column.

2. Overall Management: Multiply the Component Weight by the Score from Form C-1 and put the result in the box in the Final Score column.
3. Add the two numbers in the Final Score column, and put the result in the Final Score (Total) box.

Work on the OVERALL RATING Section

1. Check the box that corresponds to the Final Score Total

Exceptional	450-500
Exceeds Expectations	350-449
Fully Meets Expectations	250-349
Needs Improvement	150-249
Unsatisfactory	0-149

2. Discuss your recommended scores and rating with the Rater.